

Army Training & Certification Tracking System

User's Guide

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Release 1.0

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System Users

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Front Page

The screenshot shows the front page of the Army Training & Certification Tracking System. At the top left is the U.S. Army logo. To its right is a yellow box with the text "Army Training & Certification Tracking System". In the top right corner, there are links for "register" and "login". A left-hand navigation menu contains links: Home, Registration Information, Login, Forgot Password, IA Training and Certification Mission, Contact Information, Web Links, Position Functions, and Compliance Information. The main content area has a green header "AWARENESS, TRAINING, AND EDUCATION" above a banner image of soldiers with the text "Anywhere, Anytime.". Below the banner is a paragraph explaining the system's purpose. At the bottom of the main content area are three circular and one shield-shaped logos representing various Army units.

U.S. Army

Army Training & Certification Tracking System

register | login

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AWARENESS, TRAINING, AND EDUCATION

Anywhere, Anytime.

This Training and Certification Tracking System provides information for the identification and categorization of positions and certification of personnel conducting Information Assurance (IA)/Computer Network Defense (CND) functions within the Army's workforce supporting the Army and DoD Global Information Grid (GIG). The Army IA/CND/General User Workforce includes but is not limited to all individuals performing any of the IA FUNCTIONS described in DoD 8570.1M and the IA Training BBP.

CHIEF INFORMATION OFFICE (CIO) UNITED STATES ARMY G-6

ARMY INFORMATION ASSURANCE

ARMY SIGNAL CORPS

Top of Page Navigation Links

Register

1. Type the URL: <https://atc.us.army.mil> in your web browser
2. Click on the Registration link at the top right of the page or click on the Registration Information navigation link on the left side of the page.
3. Complete the Registration Form. **Make sure to use your AKO e-mail address.**
4. Click on the Registration Button. A temporary password will be sent to your AKO e-mail address.
5. Go back to <https://atc.us.army.mil>, log on and complete the questionnaire...

The screenshot shows the "User Registration Form" with the instruction "All Fields are Required". The form contains the following fields: First Name, Middle Initial, Last Name, Email Address (with a note to use the AKO e-mail address), Phone Number, Personnel Type (dropdown), Security Classification (dropdown with a link to descriptions), Degree Type (dropdown), Regional Chief Information Office (RCIO) (dropdown with a search link), Unit (text input), HQ Alignment (MACOM) (dropdown with a search link), and Unit (text input). A "Register" button is at the bottom.

User Registration Form
All Fields are Required

First Name:

Middle Initial:

Last Name:

Email Address: (Use your AKO e-mail address)

Phone Number:

Personnel Type:

Security Classification: [\[see descriptions\]](#)

Degree Type:

Regional Chief Information Office (RCIO): OR [\[Search for Unit\]](#)

Unit:

HQ Alignment (MACOM): OR [\[Search for Unit\]](#)

Unit:

Select Your RCIO

Choose your RCIO from the drop down menu. Use the “expand” bottom on the left hand side to drill down to your organization. If you don’t see your organization, contact your RCIO IAPM or Installation IAM.

Regional Chief Information Office (RCIO): Select From List OR [Search for Unit]

Unit: Select From List

- Army Global Network Operations & Security Center(AGNOSC)
- Army Central Command(ARCENT)
- Army National Guard(NGB)
- Family & MWR Command (FMWRC)
- Eighth U.S. Army(USAEIGHT)
- USA Intelligence Security Command (USAINSCOM)
- Medical Command(MEDCOM)
- U.S. Army Corps of Engineers(USACE)
- U.S. Army Europe(USAREUR)
- U.S. Army Pacific(USARPAC)
- U.S. Army Reserves(USAR)
- RCIO-NE
- RCIO-NW
- RCIO-SE

HQ Alignment (MACOM): Select

Unit: Select

Select HQ Alignment

Choose the Headquarters structure from the drop down menu. The structure reflects the new Army alignment (AC=Army Commands, ASCC = Army Service Command Components, DRU = Direct Reporting Unit, and PEO = Program Executive Office)

Select From List

ACs

- Army Materiel Command(AMC)
- Forces Command(FORSCOM)
- Training & Doctrine Command(TRADOC)

ASCCs

- Army Central Command(ARCENT)
- Eighth U.S. Army(USAEIGHT)
- Surface Deployment and Distribution Command(SDDC)
- U.S. Army Europe(USAREUR)
- U.S. Army Pacific(USARPAC)
- U.S. Army Special Operations Command(USASOC)

DRUs

- Army National Guard(NGB)
- Army Test and Evaluation Command(ATEC)
- Criminal Investigation Command (CID)(USACIDC)
- Family & MWR Command (FMWRC)
- Installation Management Agency (IMA)
- Medical Command(MEDCOM)
- NETCOM-ANOSC
- PM - ACAP - IMA
- PM FCS (BCT)
- U.S. Army Corps of Engineers(USACE)
- U.S. Army Military District of Washington(MDW)
- U.S. Army Reserves(USAR)
- USA Intelligence Security Command (USAINSCOM)
- West Point Military Reservation(USMA)

PEOs

- PEO Missile and Space(PEO MS)
- PEO AMMO

HQ Alignment (MACOM): Select From List OR [Search for Unit]

Unit: Select your HQ Alignment first

Register

Search For Unit

Users can use the “Search For Unit” to find their organization quicker, you can annotate any form of the organization and if it’s in the database, the user will be able to choose it. The system will locate your Unit and populate the registration form.

Regional Chief Information Office (RCIO): Select From List OR [Search for Unit]

Select your RCIO or use the search box to find your unit quicker

Unit Search : [Text Box] Go

Unit: Select your RCIO first

HQ Alignment (MACOM): Select From List OR [Search for Unit]

Select your MACOM or use the search box to find your unit quicker

Unit Search : [Text Box] Go

Unit: Select your HQ Alignment first

Select Unit from Search

When you click the select unit feature, the following box will appear. Click the Select button that appears next to your Installation/Activity/Unit or the “Expand” button to drill down further.

Select Your RCIO Installation/Activity

Army National Guard(NGB)

...	Select	DOIM AK	[Expand +25 ▼]
...	Select	DOIM AL	[Expand +113 ▼]
...	Select	DOIM AR	[Expand +5 ▼]
...	Select	DOIM AZ	[Expand +5 ▼]
...	Select	DOIM CA	[Expand +16 ▼]
...	Select	DOIM CO	[Expand +28 ▼]
...	Select	DOIM CT	[Expand +6 ▼]
...	Select	DOIM DC	[Expand +4 ▼]
...	Select	DOIM DE	[Expand +7 ▼]
...	Select	DOIM FL	[Expand +9 ▼]
...	Select	DOIM GA	[Expand +35 ▼]
...	Select	DOIM GU	
...	Select	DOIM HI	[Expand +3 ▼]
...	Select	DOIM IA	[Expand +4 ▼]
...	Select	DOIM ID	[Expand +7 ▼]
...	Select	DOIM IL	[Expand +2 ▼]

Login

Use your AKO e-mail address as the User Name and the temporary Password, which was sent to your AKO e-mail the first time you login. Once you login the first time, you may change your password. If you forget your Password, you will need to click on the “Forgot Password” link to request a new password.

Log In

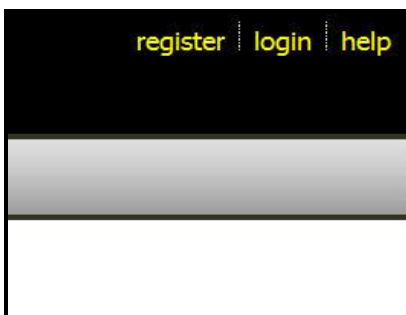
User Name (AKO E-Mail Address):

Password:

If you do not have an account, please [register here](#).

If you have forgotten your password, [click here](#).

Help

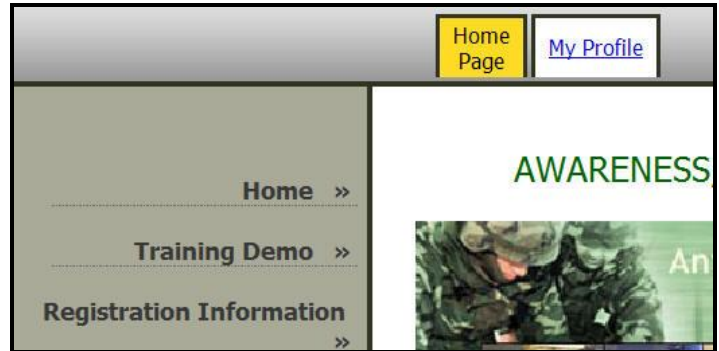


The Help link at the top right of the Front page will direct you to the contact information for IASTAR Support and the Help Desk (Tier 3 support). If you need direct support contact your RCIO IAPM first, OIA&C second and if one and two are not available contact WillCo Technologies at support@iastar.net or call Customer Support at 913 897-STAR (7827). Customer support personnel are available 09:00 – 17:00 EST

Left Side Navigation Links

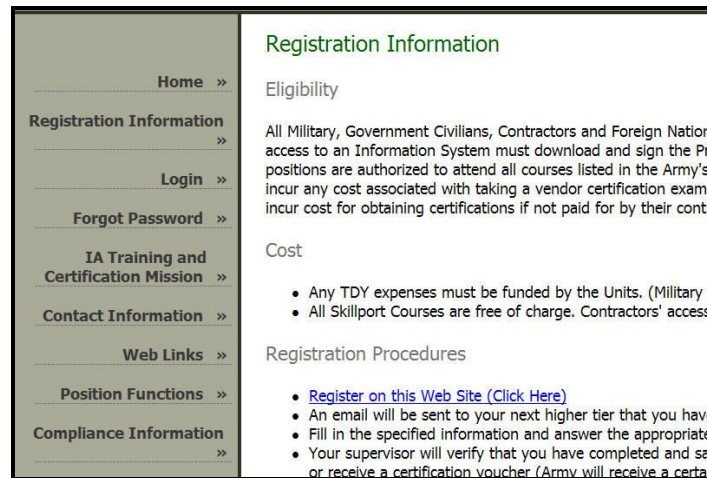
Home

The Home link will bring you back to the Home page from any other page in the system. If you are not logged in, the Home page will display a Registration Information link. If you are logged into the system, the Home page will display a Training Demo Link.



Registration Information

This link will take you to the Registration Information page. This link provides details and procedures. A link to the registration form is on the page.



Login

The login link takes you to the Log In page to enter the system. You must use your AKO e-mail address.

This screenshot shows the 'Log In' page. It features a title 'Log In' in green. Below the title are two input fields: 'User Name (AKO E-Mail Address):' and 'Password:'. A 'Log In' button is positioned below the password field. At the bottom of the page, there are two lines of text: 'If you do not have an account, please [register here.](#)' and 'If you have forgotten your password, [click here.](#)'

Forgot Password

The Forgot Password link will take you to the Reset Password page. Support personnel can not reset passwords. You must request a new system generated temporary password by using the “Forgot Password” button.

Reset Password

Please enter your e-mail address and a new temporary password will be e-mailed to you. You will be asked to pick a new password after logging in with the temporary password.

User Name (AKO E-Mail Address):

If you do not have an account, please [register here](#).

New Password Sent

This message will appear when you enter your AKO e-mail and clicks continue. The email will be sent to the email address you provided on your register page. This should be your AKO email address.

Log In

Your password was reset. A temporary password was e-mailed to you.

User Name (AKO E-Mail Address):

Password:

IA Training & Certification Mission

Link to mission page.

[Home »](#)
[Registration Information »](#)
[Login »](#)
[Forgot Password »](#)
[IA Training and Certification Mission »](#)
[Contact Information »](#)
[Web Links »](#)
[Position Functions »](#)

IA Training & Certification Mission



Awareness

Education

Training

Contact Information

The page displays contact information for each Regional Chief Information Office IAPM or their representative for system support.

Login »	RCIO Contact Information HQDA 703-602-7420/7408 RCIO NE 757-788-4968/4047 RCIO NW 309-782-0428/0401 RCIO SE 404-464-3577/3564 RCIO SW 210-295-2050/2056 NGB 703-607-9632 USAR 678-364-8250/8246 MEDCOM 210-221-7869/8593 USARPAC 808-438-0762 USAREUR DSN 314-379-7979 SMDC 256-955-1802
Forgot Password »	
IA Training and Certification Mission »	
Contact Information »	
Web Links »	
Position Functions »	
Compliance Information »	

Web Links

This page displays relevant links to other Army and DoD training sites and commercial certification testing centers.

Home »	Links Army Information Technology School The Information Assurance (IA) Branch, U.S. Army School of Information Assurance/Computer Network Defense training and certification worldwide. Users must take the Computer User Awareness Training Agreement prior to be granted a password and user ID for access to https://ia.gordon.army.mil/ Army Asset and Vulnerability Tracking Resource Database All Information Assurance personnel must request an account on A&V asset tracking database for Army NIPRNet assets. https://newia.us.army.mil Army Virtual Training Virtual Training website that is used for IA scanning, patch management environment.
Registration Information »	
Login »	
Forgot Password »	
IA Training and Certification Mission »	
Contact Information »	
Web Links »	
Position Functions »	
Compliance Information »	

Position Functions

This link provides the Information Assurance (IA) Workforce Technical and Management levels In Accordance With DoD 8570.1-M.

Information Assurance Position Functions	
IA Management Level I	IA Management Level I personnel perform IA management environment (CE) level.
IA Management Level II	Manages at the network environment level.
IA Management Level III	IA Management Level III personnel are responsible for functional and secure.
IA Technical Level I	IA Technical Level I personnel perform technical duties at the network level.
IA Technical Level II	Performs technical duties at a network environment level.
IA Technical Level III	Performs technical duties at an enclave level.
IA Analyst/IATII	Works on a small number of specific CND systems or Enclave.
IA Infrastructure Support/IATIII	Manages a large number of specific CND tools/systems.
IA Incident Responder/IATIII	Works on a wide variety of systems within the NE/Endave.
IA Auditor	Works on a small number of specific CND systems or portions of the NE/Endave.
CND Service Provider Manager/IAMII	Manages technicians who are responsible for all CND systems.

Compliance Information

This link takes you to Training and Certification regulatory guidance and form examples. The examples can be manipulated to your organization requirements. You would need to save the forms to your computer.

Compliance & Regulation Information

- [DoDD 8570](#)
- [DoD 8570.1M](#)
- [AR 25-2](#)
- [AR 25-1](#)
- [IA Training Best Business Practices](#)
- [Privileged User Agreement](#)
- [Computer User Agreement](#)

Disclaimer

The disclaimer link appears at the bottom of each page.

Disclaimer

References or links to commercial and other non-official sites are for information purposes only and are for the convenience of the users of this system. Such references are not endorsements by the Department of Defense (DoD), Department of the Army (DA), Fort Gordon, or the School of Information Technology (SIT). Views expressed, if any, are those of the site's contributors and do not represent official or unofficial views of DoD, Fort Gordon, or the SIT.

Copyright Warning:

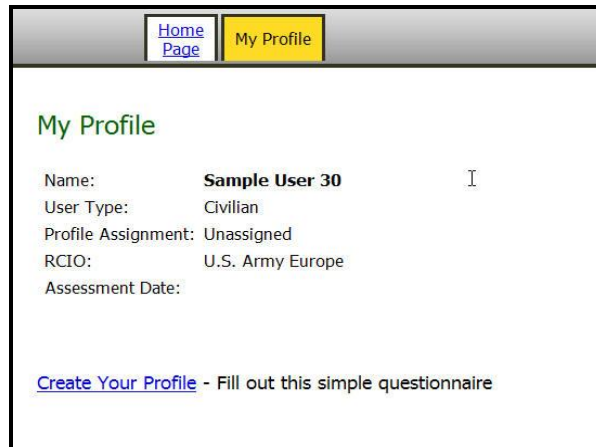
Many images in this site are copyrighted material. The author has obtained permission to use these images and sounds for the development of this site. Permission to use these images and sounds DO NOT extend to this site. Use of these images and sounds can constitute a copyright infringement and is prohibited by law. This site is intended to support all individuals performing any of the IA FUNCTIONS described in DoD 8570.1M and the IA Training BBP (Best Business Practices).

Army Training & Certification
Tracking System

**SYSTEM USERS
GUIDE**

Create Profile

The first time you logon you will answer a series of questions that will create a profile that determines the proper category and level of your position. Click on the link “Create Your Profile to move to the questionnaire.



The screenshot shows a web interface with a navigation bar at the top containing 'Home Page' and 'My Profile'. The 'My Profile' section displays the following information:

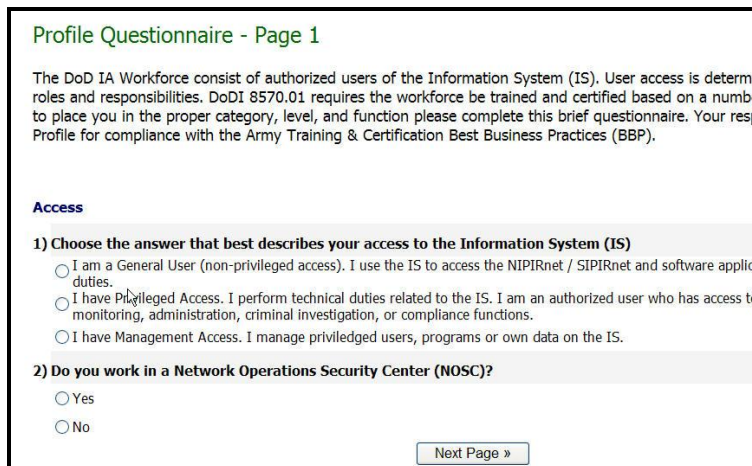
Name:	Sample User 30
User Type:	Civilian
Profile Assignment:	Unassigned
RCIO:	U.S. Army Europe
Assessment Date:	

At the bottom, there is a link: [Create Your Profile](#) - Fill out this simple questionnaire

DoD 8570/Army Assessment Questionnaire

Complete the brief questionnaire to determine your profile. The process will take 2-5 minutes. If you perform IA functions in both a primary duty and embedded duty position, you will need to get a profile in each.

1. General Users (example helpdesk personnel with no access to systems)
2. I have Privilege Access (Technical Level personnel with some or all access to an Information System residing on a Computing Environment, Network Environment or Enclave—SA/NM/NO)
3. I have Management Responsibilities (This is for the IASOs, IAM, IAPM, ACA, CA, and DAA)



The screenshot shows the 'Profile Questionnaire - Page 1'. It includes an introductory paragraph about DoD IA Workforce and a section titled 'Access' with two questions:

1) Choose the answer that best describes your access to the Information System (IS)

- ☐ I am a General User (non-privileged access). I use the IS to access the NIPIRnet / SIPIRnet and software applications.
- ☐ I have Privileged Access. I perform technical duties related to the IS. I am an authorized user who has access to monitoring, administration, criminal investigation, or compliance functions.
- ☐ I have Management Access. I manage privileged users, programs or own data on the IS.

2) Do you work in a Network Operations Security Center (NOSC)?

- ☐ Yes
- ☐ No

A 'Next Page »' button is located at the bottom right.

Profile Created

When you complete the questionnaire, your profile assignment will appear with a link to the My Profile page.



The screenshot shows a 'Finished' message. The text reads:

For your Primary Duty, your assigned profile is **Technical II**. The status of your profile is **unverified** until a manager verified it.

Return to the [profile page](#) to view your training requirements.

At the bottom, there is a footer: Powered By  © 2005-07 WillCo Technologies, Inc. All Rights Reserved. [Disclaimer](#)

My Profile Page

Each time you log into the system you will be taken to “My Profile” page. You can reevaluate your profile at anytime by clicking on “Reevaluate My Profile”

[Home Page](#) **My Profile**

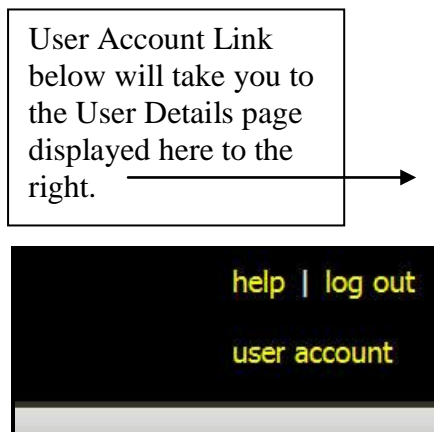
My Profile

Name: **Sample User 30**
User Type: Civilian
Profile Assignment: Technical II
RCIO: U.S. Army Europe
Assessment Date: 02/04/07

[View Profile Details](#)
[Reevaluate My Profile](#)

User Account Link

The link appears in the top right section of the My Profile Page. Click on the link and you can update the information provided during registration.



[Home Page](#) **My Profile**

User Details

[Change Password](#)

This page allows you to update some of the personal information you provided at registration.

Phone Number: (555) 555-1234
Personnel Type: Civilian
Security Classification: IT-III [\[see descriptions\]](#)
Degree Type: Project Management

[Update](#)

View Profile Details

The link on the My Profile page displays additional information provided by the user during registration.

[<< Return to Profile](#)

Profile Details

Name: **Sample User 30**
RCIO Unit: **U.S. Army Europe(USAREUR)**-->43rd Sig Bn Heidelberg-->43 USAREUR Directorates(HQ USAREUR Directorates)-->HQ USAREUR 2AC
MACOM Unit:
User Type: Civilian
Security Classification: IT-III
Degree Type: Graduate Certificate in Project Management
Phone Number: (555) 555-1234
Profile Assignment: Technical II
Assessment Date: 02/04/07 16:51:40

Additional/Embedded Duty Position

Attributes

Experience: 5 - 7 years

Security IA Awareness Training Section

The user's initial IA security awareness training and annual refresher training is recorded in this section.
Add IA Awareness Training.

Security IA Awareness Training

Please let us know when you last took your IA Awareness Training:

Date	Type	
<input type="text"/> (DD/MM/YY)	Initial <input type="button" value="v"/>	<input type="button" value="Add"/>

Enter the date of your training and indicate if this is Initial or Annual refresher. Click the Add button.

Security IA Awareness Training

Please let us know when you last took your IA Awareness Training:

Date	Type	
01/01/06 (DD/MM/YY)	Initial <input type="button" value="v"/>	<input type="button" value="Add"/>

Initial
Annual

Delete Inaccurate Date Entered

If you enter incorrect dates you may delete the entry and try again. Click on the Red X to delete date.

Security IA Awareness Training

Please let us know when you last took your IA Awareness Training:

Date	Type	
01/01/06✗	Initial	
<input type="text"/> (DD/MM/YY)	Annual <input type="button" value="v"/>	<input type="button" value="Add"/>

Click the OK button to delete.

Security IA Awareness Training

Please let us know when you last took your IA Awareness Training:

Date	Type	
01/01/06✗	Initial	
<input type="text"/> (DD/MM/YY)	Annual <input type="button" value="v"/>	<input type="button" value="Add"/>

Windows Internet Explorer

You are about to remove this IA Awareness Training record. Please confirm.

Computer User Security awareness training from Ft Gordon. If you took the Ft Gordon Computer Security Awareness Training Course at <https://ia.gordon.army.mil>, the system will automatically populate this section with the date the course was completed.

Security IA Awareness Training		
Date	Type	
15/10/06	Initial	

DoD 8570.01 Certifications / Training Recommendations

Based on your profile, the system will bring up the required/recommended certification you must obtain. You are only required to obtain one of the certifications listed.

DoD 8570.01 Certifications / Training Recommendations					
Certification	Obtained	Date	Cert Num	Verified	Verified By
1 of the following certs must be obtained and verified (Technical II)					
GSEC	No	-	-	-	-
SCNP	No	-	-	-	-
SSCP	No	-	-	-	-
Security+	No	-	-	-	-
Add a certification you have obtained.					

Add A Certification

If you have already obtained one of the certifications listed, you may add it to your profile. Enter data and click the Add Certification button. The Certification # is the number from the certificate issued by the certification provider (i.e. CompTIA, ISC(2), etc.)

[<< Return to Profile](#)

Add Personal Certification/Training

Certification/Training:

Date Obtained: Day: / Month: / Year:

[<< Return to Profile](#)

Add Personal Certification/Training

Certification/Training:

Date Obtained: Day: / Month: / Year:

Certification #:

Army Minimum Required Training

The system will bring up the Army's minimum training requirements for your position. All training must be completed prior to issuance of an Army certification voucher. All SkillPort courses must be completed prior to attending the one week Security+ course (formerly called SA/NM course).

Army Minimum Required Training					
Training	Obtained	Date	Cert Num	Verified	Verified By
IAT Level 1	No	-	-	-	-
IASO	No	-	-	-	-
SA/NM Certification	No	-	-	-	-

[Add training](#) you have completed.

Add Training

You may add additional training or certifications obtained by clicking on "Add training" then using the drop down menu to select the appropriate course. .

[<< Return to Profile](#)

Add Personal Certification/Training

Certification/Training:

Date Obtained: Day: / Month: / Year:

Click on the drop down menu to select the course you have completed or the certification you have obtained.

[<< Return to Profile](#)

Add Personal Certification/Training

Certification/Training:

Date Obtained:

Minimum Training Req
CIO G6/NETCOM IA Phase I > CISSP Modules
CNSSI 4011 Certificate
CNSSI 4012 Certificate
DISA DAA CBT
DoD Certifier Fundamentals
DoD DAA Certificate
IASO
IAT Level 1
Network Security Issues Module
SA/NM Certification
SYO-101 Security+ Modules

Click the Add button to populate the chart with your training.

[<< Return to Profile](#)

Add Personal Certification/Training

Certification/Training:

Date Obtained: Day: / Month: / Year:

Army Specialized Training

Army Specialized Training

Your specialized training results will be imported soon automatically from iatraining.us.army.mil. Please check back in June 2007 to see these results displayed here. We appreciate your patience while these sites are integrated.

CompTIA Pre Assessments

Note: For CompTIA exams, you must take a pre-assessment test before you will be granted an exam voucher.

[<< Return to Profile](#)

CompTIA Pre-Assessments

Each individual must take the CompTIA pre-assessment prior to obtaining a certification exam voucher. Individuals must use these assessments to determine their readiness to sit for CompTIA A+, CompTIA Network+ or CompTIA Security+. The results from these assessments will allow you to know what areas you are strong in and what areas you may require some additional training. CompTIA does not keep a record of the assessment report - you must print your report at the end of the test, prior to exiting. You will have to show your results to your IA Manager, who they can authorize you to obtain a certification voucher.

Steps

1. Go to <http://currency.comptia.org/dod> from a computer that is connected to the internet and a printer
2. Enter Name, Component name and your .mil email address
3. Enter your Components User ID and password provided by your RCIO IAPM
4. Select preferred assessment:
PC Technician = A+ objectives
Network Technologies = Network+ objectives
IT Security = Security+
5. Complete assessment
6. Print your results
7. Email your results to your appropriate supervisor

Validation: Your manager/supervisor will validate all information on your profile sheet. Training and certification information that can not be validated through an authoritative source can be added as On the Job Training. Managers/Supervisors should validate the following items for their subordinates:

1. Profile Status (check Appointment and/or Privilege Access Agreement)
2. Certifications obtained (Check certification provider certificate for cert #)
3. Training completed (Check completed certificates)
4. On the Job Training (Validated by the manager/supervisor who evaluated the OJT Task)

Documents Section

Your Duty Appointment Orders and Privilege Level Access Agreement can be uploaded to the My Profile page. Click the Browse Button to access the document from your hard drive. This must be in PDF format. Highlight the document and click Open. Then click the Send File(s) Button and the document will be added.


Documents

The following documents should be signed, scanned, and uploaded. Uploaded files must be in PDF format.

Duty Appointment Orders:

Privilege Level Access Agreement:

A red X will appear next to the document you have just added. If you need to delete the document, click on the red X and a Pop Up box will appear. Click OK and the document will be deleted from the My Profile page.

Documents
The following documents should be signed, scanned, and uploaded. Uploaded files must be in PDF format.
Duty Appointment Orders: [View Appointment Orders PDF](#) 
Privilege Level Access Agreement: